



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
PAYROLL DIRECT DEPOSIT APPLICATION

SECTION A - TO BE COMPLETED BY EMPLOYEE - PLEASE TYPE OR PRINT USING A BALL POINT PEN. SEE INSTRUCTIONS ON THE REVERSE SIDE OF THE EMPLOYEE COPY.

1. TYPE OF ACTION
☐ NEW ☐ CHANGE ☐ CANCEL ☐ TRANSFER TO OTHER AGENCY ☐ TRANSFER FROM ANOTHER AGENCY

2. NAME

3. SOCIAL SECURITY NUMBER
——

SECTION B - TO BE COMPLETED BY EMPLOYEE IF NEW OR CHANGE BOX IN SECTION A IS CHECKED - A VOIDED CHECK MUST BE ATTACHED.

1. ROUTING NUMBER

2. DEPOSITOR ACCOUNT NUMBER

3. TYPE OF ACCOUNT - CHECK ONLY ONE BOX
☐ C (CHECKING) ☐ S (SAVINGS)

4. FINANCIAL INSTITUTION NAME

5. TELEPHONE NUMBER

6. BRANCH NUMBER OR NAME (IF APPLICABLE)

7. FINANCIAL INSTITUTION ADDRESS

NUMBER AND STREET

CITY

STATE

ZIP

STAPLE VOIDED CHECK HERE

SECTION C - TO BE COMPLETED BY EMPLOYEE

1. CHECK APPROPRIATE BOX

☐ I hereby authorize the Office of Administration to initiate credit entries (deposits) and to initiate, if necessary, debit entries (withdrawals) or adjustments for any credit entries made in error to my account designated above.

I understand that the Office of Administration may terminate my enrollment in the program if the State is legally obligated to withhold part of my wages for any reason.

I understand that the employing agency may terminate my enrollment if I no longer meet the eligibility requirements.

☐ I hereby cancel my Direct Deposit authorization.

SIGNATURE OF STATE EMPLOYEE

DATE

SECTION D - TO BE COMPLETED BY AGENCY

1. AGENCY NAME

2. EMPLOYEE'S AGENCY/ORG CODE

3. AGENCY APPROVAL
I hereby certify that I am the duly appointed officer of the herein named agency and that, being so authorized, do certify that this employee is eligible for payroll direct deposit.

SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE

DATE

DATE RECEIVED IN OFFICE (MONTH, DAY YEAR)

AGENCY TELEPHONE NO.

PLEASE READ THIS INFORMATION CAREFULLY

COMPLETION INSTRUCTIONS

1. To apply for Payroll Direct Deposit, complete this form as follows:

General Instructions

- Complete Sections A, B and C if you are enrolling for the first time, re-enrolling after cancellation, or changing your existing Payroll Direct Deposit information.
- If you are cancelling your Payroll Direct Deposit, complete Sections A and C only.
- **Section A** — (Item 1) Type of Action - Check Appropriate box
- New — Complete for new enrollment or re-enrollment after cancellation
- Change — Complete to change type of account, financial institution or branch routing number, or depositor account number
- Cancel — Complete to cancel your Direct Deposit

Transfer TO or FROM Other Agency — Transfers within State government agencies

- **Section B** — (Item 1) Routing Number and (Item 2) Depositor Account Number

Routing Number — Your financial institution's routing number is printed on the bottom left hand portion of your personal checks (the first 9 digits). See examples 1 and 2 below.

Depositor Account Number - Your depositor account number is printed on the bottom of your personal checks following the routing number. It may be the first series of digits after the routing number followed by your check number (example 1), or it may be the series of digits which follow your check number (example 2).

NOTE: Check number is not included in the depositor account number.

Example 1

FINANCIAL INSTITUTION HOMETOWN, USA		CHECK NO. 4444
PAY	TO THE ORDER OF	
<hr/>		
121456789	8765432109812	4444

▲
Routing No.

▲
Dep. Acct. No.

▲
Ck. No.

Example 2

FINANCIAL INSTITUTION HOMETOWN, USA		CHECK NO. 4444
PAY	TO THE ORDER OF	
<hr/>		
121456789	4444	8765432109812

▲
Routing No.

▲
Ck. No.

▲
Dep. Acct. No.

Credit Unions and savings and loan associations may differ from the above examples. Please verify your depositor account number and electronic routing number with your financial institution.

2. Attach a **voided personal check** to the front right hand side of the original (white copy) of this application form. This is necessary to verify your depositor account number, routing number, and financial institution.
3. Forward completed form to your personnel/payroll office.

CHANGE FINANCIAL INSTITUTION OR DEPOSITOR ACCOUNT

Payroll Direct Deposits will continue to be deposited into your designated account at your financial institution until the Office of Administration is notified that you wish to redesignate your account and/or your financial institution. To redesignate, complete and submit a new Payroll Direct Deposit Application with the new information and forward to your to your agency personnel/payroll office.

PLEASE DO NOT CLOSE AN OLD ACCOUNT UNTIL THE FIRST PAYMENT IS DEPOSITED INTO YOUR NEW ACCOUNT.